

How to Book the Wong e-Classroom in Oracle Calendar

Access (Viewing/Booking) Rights

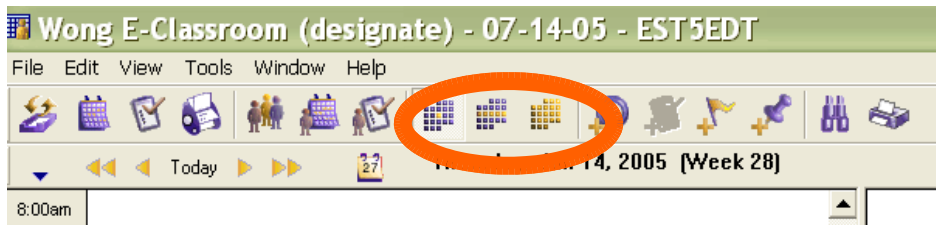
- *Anyone* who has Oracle Calendar can view the blocks of time that are booked. They appear as coloured or greyed-out areas on the calendar page.
- Viewing Rights may be **limited** or **full**
 - **limited** rights allow the viewer to see the times that are booked just as any other Oracle Calendar user
 - **full** viewing rights allow the user to see both the booked time and the details of the booking
 - staff With full viewing rights:
 - Frances McCrone
 - Lorna Turcotte
- Booking (Full Designate) Rights
 - allows the designate to see the times booked with details, AND to book sessions
 - all liaisons have full designate rights

To book a session

1. File ➡ Agenda ➡ Act as Designate
➡ Wong e-Classroom



2. View Day is the default. Click View Week or View Month to get overviews. Bookings can be made from any view.



3. In View Day, the default is the current day. To select a new day, click the calendar and then the desired date on the drop-down calendar that will appear. To go to the next month, click the > at the top right of the drop down calendar.

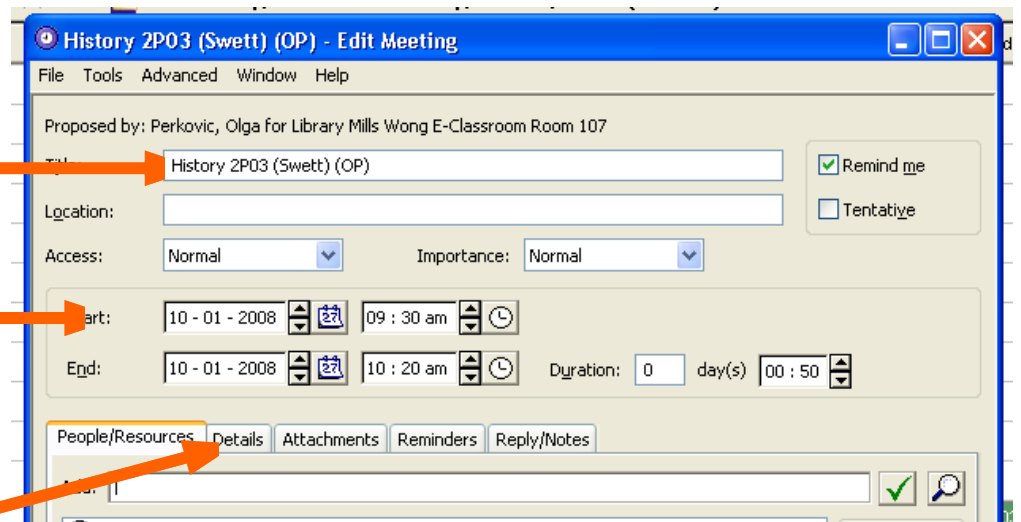


4. To make a booking, drag to highlight the block of time required, then either double-click, or click the New Meeting Icon.

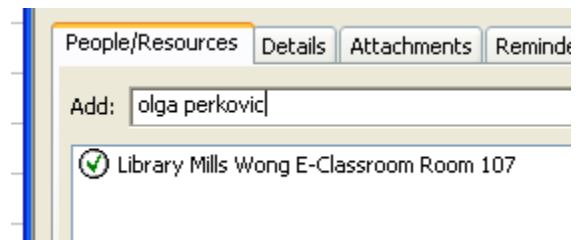
5. Type name of session, name of the class instructor in brackets, the initials of the person giving the session

Check that times are correct. Click and type to make changes.

Click Details to add any other details



Under People/Resources, invite yourself, or any other library instructor(s) who will be teaching the session.



Click OK.

The entry will look like this.

To edit the entry, place cursor on the coloured area and double-click. Proceed as above to make changes.

Click OK.

